



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: **CAPITAL PROJECTS COORDINATOR I-III**

DEFINITION: Under direction, plans and coordinates capital improvement projects.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Journey level; directs and coordinates capital improvement projects, programs or activities;

Grade Level II - Directs and coordinates complex capital improvement projects, programs and/or activities. This grade level typically requires a minimum of 2 years experience as a Capital Projects Coordinator I, or 4 years of comparable project management experience.

Grade Level III - Directs and coordinates the most complex capital improvement projects, programs and/or activities. This grade level typically requires a minimum of 2 years experience as a Capital Projects Coordinator II, or 6 years of comparable project management experience.

EXAMPLES OF DUTIES:

- Plans and coordinates all aspects of definition, design and implementation of one or more capital improvement projects;
- Prepares project budgets and schedules in concert with project engineer;
- Monitors schedule and budget compliance of assigned projects, and takes or recommends corrective action as needed;
- Represents the bureau in meetings with architects, engineers, client departments, citizen groups and governmental agencies regarding assigned projects;
- Prepares grant applications, permit applications, requests for proposals, consultant agreements, public notices, and other project documents, not including plans and specifications;
- Assures that project design represents a reasonable engineering response to the needs of the client department and otherwise conforms to City-wide policies, goals, and objectives;
- Assures that client department understand project design;
- Ensures that appropriate construction, maintenance and other staff have reviewed project design for constructibility and operability;
- Assists client department and other interested parties in interpreting plans and specifications;

**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

Page 2 of 2

CAPITAL PROJECTS COORDINATOR (continued)

- Assists project team in generating alternative solutions and facilitating the decision making process;
- Directs consultant selection procedures;
- Administers consultant contracts on assigned projects and may assist in bidding and administration of construction contracts;
- Makes presentations to governmental bodies and citizen groups on assigned projects;
- Provides direction to other engineering staff involved in project planning, estimating, design review, scheduling, and construction.
- Harbor Department may have Capital Projects Coordinator I positions work on complex capital improvement projects in the capacity of scheduling and budgeting.
- May supervise lower level Capital Projects Coordinators.

MINIMUM REQUIREMENTS:

Graduation from an accredited four-year college or university with a Bachelor's degree in engineering, architecture, construction management, public or business administration, or a closely-related field; and

Three years of progressively responsible experience relating to the administration of capital improvement projects, including one year of project management experience;

Additional experience may be substituted for the required education on a year-for-year basis;

Ability to communicate effectively, both orally and in writing;

A valid motor vehicle operator's license.

HISTORY:

Established: 07/01/90

Revised: 06/19/02

Approval/Adoption Dates: 06/26/02